

Collections Care Apprentice – Boise Cohort

Department: Administration
 Reports To: Executive Director

FLSA Status: Non-Exempt
 Effective Date: January 2026

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Under the guidance of the assigned mentor as well as through direct experience with collections, curatorial, facilities, and administrative staff, the Collections Care Apprentice will gain skills in museum best practices, including art handling, preventative conservation techniques, object care, documentation, and loans. Experience will include exposure to tools and software such as collections databases, environmental monitoring systems, condition reports, virtual couriers, shipping procedures, data management, and systems analysis.

Essential Duties and Responsibilities

- Attend the hybrid, 8-week Collections Care Apprenticeship Training, consisting of 1 week in Bentonville, Arkansas in person, 5 weeks of virtual coursework, and a 2-week, in-person training at a conservation lab, followed by placement at the Boise Art Museum, the Boise Cohort lead art museum.
- Assist with daily collections care and loan activities, including monitoring environmental conditions, organizing storage spaces, handling objects, and coordinating loans and exhibitions, with priority given to the Boise Cohort collections sharing and collaborative exhibitions projects.
- Learn and participate in the basics of preventative conservation, such as climate control, condition reporting, and proper packing techniques.
- Support curatorial staff in collections care work, including housekeeping and documentation.
- Observe and participate in loans, including installations, de-installations, and the use of virtual couriers.
- Support registration tasks, such as cataloguing, object labeling, and data entry in the collections management system, using institutional protocols.
- Support museum staff in integrating new technologies to support energy efficiency and connect building systems to collection safety.
- Gain exposure to administrative processes, including loan agreements, documentation, and project planning.
- Travel to cohort partner art museums to support installations, de-installations, and to attend select exhibition events.
- Attend regular online and in-person check-ins, learning sessions, and training workshops.
- Participate in Art Bridges' Cohort Program annual convenings.
- Support the completion of annual reports, art sharing forms, and any other additional documentation for the Boise Cohort projects.

Additional Responsibilities

- Other duties as assigned by the Executive Director of the Museum.

Minimum Qualifications

Ready to commit to a long-term, structured, hands-on learning opportunity as a potential career pathway.

Is excited to learn.

Brings a unique perspective, lived experience, or set of skills to the art museum field.

Sees art museums as spaces for community, preservation, and storytelling.

Language Requirements

Proficiency in reading, writing, and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to touch, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Day-to-day work environment is in an office or museum/gallery setting. Employee is not exposed to hazardous materials or conditions requiring personal protective devices, nor do undue fluctuations in temperature/humidity occur in the routine course of the employee's duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. This position does not require routine or regular engagement in interstate commerce.